



## English Language Teacher

### About SDROA

Social Development and Research Organization for Afghans (SDROA) is a nongovernmental organization. We are the implementing partner of the US Embassy for Lincoln Learning Centers across Afghanistan. Currently, we are operating in twenty-one provinces in Afghanistan. The learning centers are equipped with computers, books, magazines and other reading materials. These centers offer educational programs for various audiences. These centers serve at least six thousand people all over Afghanistan.

### Job Summary

This is an hourly based part-time job and the instructor will be paid 12.5 USD per hour. The teacher will teach the classes according to a pre-determined course material and all course materials will be provided by the organization. For the management of the classes, the teacher will use the Educational Management Information System (EMIS) and will be responsible for providing any other supplementary materials needed for the classes based on students' need.

### Job Details

Date Posted:	<b>30 July 2018</b>	Reference:	<b>227</b>
Closing Date:	<b>20 August 2018</b>	Work Type:	<b>Part Time</b>
Number of Vacancies:	<b>1</b>	Gender:	<b>Female</b>
Functional Area:	<b>Education</b>	Open Ended:	<b>NO</b>
Nationality:	<b>Afghan</b>	Salary Range:	<b>As per company salary scale</b>
Contract Type:	<b>Contractor</b>	Years of Experience:	<b>2 Year(s)</b>
Contract Duration:	<b>1 Year(s) &amp; 0 Month(s)</b>	Extension Possibility:	<b>Yes</b>
Probation Period:	<b>3 Months</b>		

### Duties and Responsibilities

1. Teaching Interchange Series (Intro – Advanced levels) to the target group of the students.
2. Assessing individual student's ability and developing and implementing lesson plans as appropriate to build and increase students' knowledge and language capability.
3. Giving midterm and final exams as well as unit quizzes.
4. Designing and producing supplementary teaching materials according to students' level and need.

5. Providing mainstream language support in an outside of the class time.
6. Preparing information for inspection visits and other quality assurance exercises.
7. Organizing and delivering classroom interactive activities.
8. Evaluating students' class work and assignments and providing constructive oral and written feedback.
9. Preparing classroom and coursework materials, homework assignments, and handouts.
10. Recording and maintain accurate student attendance records and grades.
11. Creating a positive classroom rapport and management.
12. Developing interactive weekly lesson plans in line with the objectives of the program and coursebook.
13. Submitting lesson plans online on a weekly basis through Google Classroom.
14. Conducting student registration, entrance test, and dividing students into appropriate levels based on their results.
15. Maintaining discipline in the classroom throughout the course time.
16. Creating a vibrant teaching atmosphere and use up to date teaching methodologies.
17. Conducting Conversation Clubs with native English speakers on a weekly basis as need be.
18. Participating in any professional development opportunities provided by the HQ.
19. Any other relevant tasks assigned by the supervisors.

### Qualifications

- Bachelor's degree in English Literature or equivalent English Language teaching experience is required. (Master's degree will be preferred)
- Two years English Language teaching experience.
- Comfortable using technology specially E-mail, Skype, Zoom, Google Classroom, and Dropbox.
- Ability/interest to teach outside of the textbook with a communicative learner-centered focus.

### Knowledge

A thorough knowledge of learner-centered or communicative language teaching methods is required. Must possess expertise in grammar, idiom, syntax and pronunciation of the English language.

### Abilities and Skills

Must be well spoken and articulate, able to communicate effectively and persuasively to maximize students' learning potential, retain their interest in a classroom setting and help reduce frustration. Must be a self-starter who displays initiative, resourcefulness and creative problem solving. Must be able to constantly adjust the rate of topic coverage and the level of material taught, depending on students' abilities. Must have the ability to plan, develop and implement well thought-out and progressively challenging lesson plans and possess the flexibility to change tactics if the approach is not working for students. Must be able to communicate effectively with a mature level of professional adult students as well as with supervisors and other colleagues.

### Personal Attributes

The applicant must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful to students and colleagues
- possess cultural awareness and sensitivity
- demonstrate sound work ethics
- be flexible

### Job Location

Afghanistan – Bamyan

### Education:

Bachelor's Degree in English Language Teaching (Master's Degree preferred)

### Submission Guideline

Send your resume to the below email address. Write the position reference number and title in your email subject line.

### Submission Email

[apply@sdroaf.org](mailto:apply@sdroaf.org)